NPT/CONF.2020/PC.I/INF/1

Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

2 February 2017

English only

First session
Vienna, 2-12 May 2017

Information for participation by non-governmental organizations

The present document provides preliminary information for non-governmental organization (NGO) participants. Any necessary additional information will be provided closer to the date of the session. Documentation and other information, as it becomes available, will be posted on the 2017 Preparatory Committee website (http://www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2017/).

Date: 2 to 12 May 2017[1]

Opening plenary meeting: Tuesday, 2 May at 10 a.m.

Place: Conference room M1
Vienna International Centre
Vienna

[1] United Nations facilities will be closed on Monday, 1 May 2017.

17-01463 (E) 030217

Please recycle

I. Provisions for the attendance of non-governmental organizations

1. Based on the practice of the previous preparatory committees and on the relevant rules of procedure of the 2015 Review Conference, which will apply provisionally for the session of the Preparatory Committee until a final decision on this matter is taken, representatives of NGOs shall be allowed, upon request, to attend the meetings of the Committee other than those designated closed, to be seated in the public gallery, to receive documents of the Committee and, at their own expense, to make written material available to the participants in the Committee. The Committee will also allocate a meeting for NGOs to address the Committee.

II. Practical arrangements for accreditation, registration and issuance of identification badges

Accreditation

2. All requests for accreditation must be received by the United Nations Office for Disarmament Affairs before **10 March 2017**. Such requests should be made through the United Nations Civil Society Network (CSO-Net) by filling out an online accreditation form available from http://bit.ly/2020NPT_P1Reg.

3. Please follow the instructions on the website. It is advisable to check first if your organization already has a profile on CSO-Net, by searching the profile database at http://esango.un.org/civilsociety.

4. If your organization is not part of CSO-Net, please create your organizational profile at http://bit.ly/1hqZ000.

5. In so doing, make sure that you select "Special event/application for consultative status with ECOSOC"[2] at "Main Objective" regardless of your status with the United Nations to ensure that the information is transmitted to the CSO-Net administrator. This is for database management purposes only.

6. Those NGOs that have requested accreditation as stated above will be informed by the Office for Disarmament Affairs by e-mail before **17 March 2017** of the outcome of their request for accreditation to the Committee. Please bear in mind that individuals requesting accreditation, as well as those planning to attend side events, must be at least 18 years of age. For questions relating to accreditation, please contact Ms. Haruka Katarao (haruka.katarao@un.org).

[2] The consultative relationship with the Economic and Social Council is governed by Council resolution 1996/31, which outlines the eligibility requirements for consultative status, rights and obligations of NGOs in consultative status, procedures for the withdrawal or suspension of consultative status, the role and functions of the Committee on Non-Governmental Organizations, and the responsibilities of the United Nations Secretariat in supporting the consultative relationship. Consultative status is granted by the Council upon recommendation of the Committee on Non-Governmental Organizations, which is comprised of 19 Member States.

Registration and issuance of identification passes

7. Incomplete registrations and registrations received after the deadline will not be processed. The Secretariat can no longer grant last-minute requests from non-governmental organizations for guest or visitor passes.

8. The registration process involves two steps: online pre-registration and on-site registration of representatives.

9. NGOs that are provisionally accredited to the meeting must pre-register the representatives whom they expect to attend the meeting by **14 April 2017**.

10. Online pre-registration will be available from **18 March to 14 April 2017** to organizations whose accreditation has been provisionally approved. Upon completion of pre-registration, you will be able to download a confirmation letter from CSO-Net. Please note that personal confirmation letter is required for on-site registration.

11. The confirmation letter will contain information regarding procedures for issuance of identification passes. Issuance of such passes will take place at gate one of the Vienna International Centre. For those who have up-loaded their pictures in advance, the passes can be collected from the area marked "Pre-printed conference passes". For those who have not uploaded their pictures in advance, passes will be issued at the Pass Office. Both locations are on the right-hand side after the entrance to gate one of the Vienna International Centre. Registration will open on 28 April from 8:00 a.m. to 4:00 p.m. Registration will continue until the end of the session of the Committee, on 12 May. While the United Nations facilities will be closed on Monday, 1 May, arrangements will be made for registration on that day from 10:00 a.m. to 2:00 p.m. It is recommended that representatives report on Friday 28 April to finalize their registration and identification pass processing, which will enable access on Tuesday, 2 May, in time for the start of the session. Representatives will need to have their passport and confirmation letter with them to collect the identification pass. For matters related to registration and issuance of identification passes, kindly contact Ms. Haruka Katarao (haruka.katarao@un.org).

III. Facilities for non-governmental organizations

12. In order to facilitate the participation of NGOs in the Committee, conference room M3, with a capacity of approximately 100 seats, will be made available for use by all accredited NGOs for their meetings, briefings, side events and for distribution of official conference documents to their representatives. The NGO Coordinator will be responsible for the allocation of time and availability of the room for NGO briefings and meetings.

IV. Documentation

13. Official documents and statements of the Committee will be posted on the Preparatory Committee website at (https://www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2017/).

14. Pending a decision by the Committee, NGOs may be allowed to display their documents and other information materials on a designated table. One copy of each document should be provided to the secretariat through the NGO point of contact, Ms. Ray Acheson, prior to public display. Ms. Acheson's contact details are provided below.

V. Presentations by non-governmental organizations

15. Without prejudice to a decision by the States parties as to the programme of work of the Committee, it is tentatively expected that a plenary meeting for NGO presentations will be held on Wednesday, 3 May 2017, from 3 p.m. to 6 p.m. As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the Committee during the session allocated for NGO presentations. The designated NGO Coordinator, Ms. Ray Acheson, will provide a confirmed list of speakers, as well as a set of 25 copies of each presentation (for interpretation purposes) to the secretariat, not later than 3 p.m. on **2 May 2017**.

VI. Side events and exhibits of non-governmental organizations

16. The availability of space for side events during the session is limited. Side events that can be accommodated within the room allocated to NGOs will be scheduled by the NGO Coordinator. In order to coordinate the calendar of events held in the margins of the meetings of the Committee, the secretariat would be grateful to receive advance information on planned NGO events. It is important that this information be relayed as soon as possible, in particular if assistance is needed from the secretariat to facilitate arrangements. Any request for side events must specify the list of all necessary technical equipment and services. The provision of certain technical equipment and services will need to be paid for by the requesting NGO. The information should be transmitted to the secretariat by the NGO Coordinator by **31 March 2017**. NGOs must make sure that lecturers, presenters, speakers or any other invitees of their side events have valid security identification badges or register them as members of their own delegations to the Preparatory Committee.

17. Limited space is available for exhibits. Please contact Ms. Haruka Katarao (haruka.katarao@un.org) for requests for exhibit space and to enquire about the relevant details.

18. Organizations that plan to hold a side event with more than 100 participants utilizing United Nations facilities should complete the attached form and submit it directly to Ms. Haruka Katarao (haruka.katarao@un.org), before **31 March 2017**. The availability of the facilities is not guaranteed, and applications will be considered taking into account the needs and requirements of the applicant. Please note that submission by e-mail becomes valid only upon acknowledgement of receipt by the secretariat.

VII. Contact person for non-governmental organizations

19. The secretariat has been informed that the designated NGO Coordinator in connection with NGO participation in the Committee is as follows:

Ms. Ray Acheson
NGO Coordinator
Reaching Critical Will
777 UN Plaza, 6th Floor
New York, NY 10017, USA
Tel: (1-212) 682-1265
Fax: (1-212) 286-8211
E-mail: ray@reachingcriticalwill.org

VIII. Letters of invitation and visas

20. The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that NGO representatives be provided visas for travelling to Austria in order to attend the meetings of the Committee. It is the responsibility of NGO representatives to make their own arrangements for visas, travel and related costs.

NGO representatives checklist	*Deadline*
Requests for NGO accreditation sent to the NPT secretariat	10 March 2017
Notification by e-mail from the secretariat confirming to NGO representatives whether accreditation documentation was received in order and whether the name of their organization will be included in the list of submissions to States parties	17 March 2017
Request for NGO representative pre-registration	14 April 2017

Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

Side event request form (NGOs)

Please print details clearly and fill in all fields.
For events with less than 100 participants, please send this form by **30 March 2017** to Ray Acheson (ray@reachingcriticalwill.org).
For events with more than 100 participants, please send this form to Haruka Katarao (haruka.katarao@un.org) and a copy of it to (ray@reachingcriticalwill.org).

ORGANIZER'S PROFILE		
Name of the organization		
Head of the organization		
Main activities of the organization		
Website of the organization		
Any past NPT event		
EVENT PROFILE		
Title of the event		
Description of the event		
Proposed date*		
Proposed time and duration	From:	To:
Proposed venue		
Sponsors		
Speakers' names and affiliations		
PLANNING REQUIREMENTS		
Expected number of participants		
Need for assistance to obtain United Nations pass?	☐ Yes ☐ No	If yes, please specify their names and affiliations.
Necessary technical setup** (cost to be borne by the requestor)	☐ overhead projector	☐ other (please specify) _____
CONTACT INFORMATION		
Name of contact person		
Mail address		
Telephone		
Fax		
E-mail		
We agree to bear all costs incurred for the requested equipment and services Signed by: (Authorized representative of the requestor.)		Date:

* Please note, the VIC is closed on 1 May 2017. No meetings will be held.

** Each conference room comes equipped with projection facilities, one PC and a connected printer. WiFi is available throughout the conference premises.
Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in designated areas.

17-01463

NPT/CONF.2020/PC.I/INF/1/Rev.1

Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

8 February 2017

English only

First session
Vienna, 2-12 May 2017

Information for participation by non-governmental organizations

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Opening plenary meeting: Tuesday, 2 May at 10 a.m.

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Vienna

[1] United Nations facilities will be closed on Monday, 1 May 2017.

17-01845 (E) 100217

Please recycle

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13. NGOs are responsible for delivering, storing, distributing and removing their materials (including documents), as well as for all costs related thereto. The Secretariat does not receive or store any materials on behalf of NGOs. NGOs are advised to ensure that boxes or other containers can be easily opened for security inspection, upon request. The Secretariat will authorize the removal of materials judged to be inappropriate.

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Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

Side event request form (NGOs)

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ORGANIZER'S PROFILE		
Name of the organization		
Head of the organization		
Main activities of the organization		
Website of the organization		
Any past NPT event		
EVENT PROFILE		
Title of the event		
Description of the event		
Proposed date*		
Proposed time and duration	From:	To:
Proposed venue		
Sponsors		
Speakers' names and affiliations		
PLANNING REQUIREMENTS		
Expected number of participants		
Need for assistance to obtain United Nations pass?	☐ Yes ☐ No	If yes, please specify their names and affiliations.
Necessary technical setup** (cost to be borne by the requestor)	☐ overhead projector	☐ other (please specify) _____
CONTACT INFORMATION		
Name of contact person		
Mail address		
Telephone		
Fax		
E-mail		
We agree to bear all costs incurred for the requested equipment and services Signed by: (Authorized representative of the requestor.)		Date:

* Please note, the VIC is closed on 1 May 2017. No meetings will be held.

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NPT/CONF.2020/PC.I/INF/2

Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

6 February 2017

English only

First session
Vienna, 2-12 May 2017

Information for States parties, observer States and intergovernmental organizations

The present document provides preliminary information for participants in the first session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. Any necessary additional information will be provided closer to the date of the session. Documentation and other information will be posted, as it becomes available, on the website of the 2017 Preparatory Committee (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2017/).

17-01734 (E) 070217

Please recycle

I. Dates and venue

1. The first session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons will be held in Vienna from 2 to 12 May 2017.

2. The opening meeting will begin at 10 a.m. on Monday, 2 May, and will be held in Conference Room M1 at the Vienna International Centre.

II. List of speakers and general debate

3. The list of speakers for the general debate will be open from 10 a.m. (New York time) on 7 April 2017. States parties wishing to add the names of their representatives to the list of speakers for the general debate are invited to contact the Treaty secretariat (Mr. Hong Tan, Room S-3164, tel.: 1 212 963 7062, fax: 1 917 367 1767).

4. Given that a large number of States parties are expected to take part in the debate, the Chair-designate has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.

5. Delegations are kindly requested to submit electronic versions of their statements as early as possible for posting on the PaperSmart portal to papersmart@un.org. The title and the date of the meeting should be indicated in the subject line of the e-mail. The statements will be available to view and download from the PaperSmart portal upon delivery. The secretariat kindly requests that delegations provide only 25 hard copies of official statements for the technical services. The United Nations does not provide photocopying services.

III. List of participants

6. States parties, observer States and intergovernmental organizations are requested to provide, in writing, the composition of their delegations at the session, as soon as possible and by no later than 14 April 2017, to the Secretary of the Preparatory Committee, Mr. Ioan Tudor, Office for Disarmament Affairs, United Nations, Room S-3151, New York, New York 10017, United States of America, or to the Treaty secretariat (fax: 1 917 367 1760). To facilitate the preparation and early distribution of the list of participants, it is requested that electronic documents containing the names of representatives be provided in Microsoft Word or a compatible format. Electronic copies should be provided to Ms. Lucia Andaya of the Treaty secretariat by e-mail (andaya@un.org) as soon as possible but no later than 14 April 2017.

IV. Accreditation and registration procedures

7. Members of delegations who are not already accredited to the United Nations Office at Vienna are requested to fill in the registration form annexed to the present

document (annex I), which may be photocopied, and to return it to the Treaty secretariat by no later than 14 April 2017 (Mr. Hong Tan, Room S-3164, tel.: 1 212 963 7062, fax: 1 917 367 1767). To facilitate the registration procedure, participants are requested to fill in the registration form using Microsoft Word and to provide electronic copies of the completed registration form to Mr. Hong Tan by e-mail (tan1@un.org), with copy to Ms. Lucia Andaya (andaya@un.org), and by no later than 14 April 2017.

8. Providing the individual e-mail addresses of the participants in the registration form will ensure that all participants receive an automatic e-mail confirming their registration. The e-mail will also contain a link that will enable each participant to upload a photograph, which is needed to issue a pre-printed conference pass and which will therefore shorten the time needed to issue an access pass on the day of registration.

9. Identification passes will be issued at Gate One of the Vienna International Centre. Participants who have uploaded their picture in advance will be able to collect their pass from the area marked "Pre-printed conference passes". Participants who have not uploaded their picture in advance will be able to collect their pass from the Pass Office. Both places are located to the right after the entrance to Gate One. Registration will open on 28 April from 8 a.m. to 4 p.m. Registration will continue until the end of the first session of the Preparatory Committee on 12 May. The Pass Office will be open from 8 a.m. to 4 p.m. from Monday to Friday. While the United Nations facilities will be closed on Monday, 1 May, arrangements will be made for registration on that day from 10 a.m. to 4 p.m. Participants will need their passport to collect their pass.

V. Documentation

10. The first session of the Preparatory Committee will be a PaperSmart session, meaning that a limited number of hard copies of documents will be available. No hard copies of pre-session documents will be available. All documents and statements for the first session will be available from the website of the 2017 Preparatory Committee (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2017/).

11. Pursuant to the guidelines of the General Assembly on the submission of documentation (in particular, Assembly resolutions 52/214, 53/208 and 59/265), documents submitted by States parties should not exceed 20 pages (10,700 words). However, it is strongly recommended that documents not exceed five single-spaced pages (2,675 words) to reduce costs, facilitate translation and ensure timely issuance. Given the special circumstances under which the Review Conference and its Preparatory Committee works, States parties may submit pre-session documentation, including reports and lengthy working papers, to the secretariat at least six weeks before the start of the first session of the Preparatory Committee and by no later than 17 March 2017 to facilitate translation into the official languages and issuance two weeks prior to the session. In order to comply with these requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word to the Treaty secretariat, to Mr. Hong Tan (tan1@un.org), with copy to Ms. Lucia Andaya (andaya@un.org). It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Treaty secretariat.

VI. Side events and exhibitions

12. The number of rooms available for holding side events during the first session of the Preparatory Committee is limited. However, States and organizations that plan to hold a side event utilizing United Nations facilities can apply for consideration by completing the side event request form annexed to the present document (annex II) and submitting it to Ms. Haruka Katarao (haruka.katarao@un.org) by no later than 31 March 2017. The availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant. It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Treaty secretariat.

13. Limited space is available for exhibits. To request the use of such space and enquire about the relevant details, applicants should contact Ms. Katarao (haruka.katarao@un.org).

VII. Secretariat

14. The NPT secretariat may be contacted by telephone (1 212 963 0386) or fax (1 917 367 1760).

15. A provisional list of secretariat officials is provided below.

Area of responsibility	*Name*	*Telephone no.*	*E-mail address*
Secretary	Ioan Tudor	1 917 367 9479	tudori@un.org
Non-governmental organizations	Haruka Katarao	1 212 963 4178	haruka.katarao@un.org
Side events	Haruka Katarao	1 212 963 4178	haruka.katarao@un.org
Documentation	Hong Tan	1 212 963 7062	tan1@un.org
Participant list	Lucia Andaya	1 212 963 0386	andaya@un.org
Speakers list	Hong Tan	1 212 963 7062	tan1@un.org

Annex I

Registration form*

First session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons
2 to 12 May 2017, Vienna

Vienna International Centre
Wagramer Strasse 5
A-1400 Vienna, Austria

To facilitate the necessary administrative arrangements, we kindly ask you to fill in this form and return it to Mr. Hong Tan, Office for Disarmament Affairs, United Nations, Room S-3164, New York, New York 10017. Mr. Hong can be contacted by telephone (+1 212 963 7062), fax (+1 917 367 1767) or by e-mail (tan1@un.org), with copy to Ms. Lucia Andaya (andaya@un.org).

Permanent Mission of to the United Nations		
Head of delegation	☐ Yes	
First name:		
Last name:		
Title:		
Date of birth: (dd/mm/yyyy)		
Nationality:		
Passport number:		
Passport expiration date: (dd/mm/yyyy)		
Contact address:		
Telephone number(s):		
Fax number(s):		
Mobile number:		
E-mail address:		
If you are carrying a badge from either United Nations Headquarters (UNHQ NY) or the United Nations Office at Geneva (UNOG), please indicate which:		
☐ UNHQ NY	☐ UNOG	

Kindly respond no later than 14 April 2017

* To be filled in by delegates who are not already accredited to the United Nations Office at Vienna.

Annex II

Side event request form

Please print details clearly and fill in all fields.

This form must be returned by e-mail to Ms. Haruka Katarao, haruka.katarao@un.org, United Nations Office for Disarmament Affairs, by 31 March 2017.

Profile of the organizer		
Name of the organization		
Head of the organization		
Main activities of the organization		
Website of the organization		
Any past NPT event		
Profile of the event		
Title of the event		
Description of the event		
Proposed date (*Note*: The Vienna International Centre is closed on 1 May 2017; no meetings will be held on that date.)		
Proposed time and duration	From:	To:
Proposed venue		
Sponsors		
Speakers' names and affiliations		
Planning requirements		
Expected number of participants		
Assistance needed to obtain a United Nations pass?	☐ Yes ☐ No	If yes, please specify their names and affiliations.
Technical needs* (Cost to be borne by the requestor.)	☐ Overhead projector ☐ Name plates (please specify)	☐ other (please specify) _____
Contact information		
Name of contact person		
Mailing address		
Telephone		
Fax		
E-mail		
We agree to bear all costs incurred for the requested equipment and services. Signed by: (Authorized representative of the requestor.)		Date:

* Each conference room comes equipped with projection facilities, one computer and one connected printer. WiFi is available throughout the conference premises.
Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for this purpose.

NPT/CONF.2020/PC.I/INF/2/Rev.1*

Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

6 March 2017

English only

First session
Vienna, 2-12 May 2017

Information for States parties, observer States and intergovernmental organizations

Summary

The present document provides preliminary information for participants in the first session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. Any necessary additional information will be provided closer to the date of the session. Documentation and other information will be posted, as it becomes available, on the website of the 2017 Preparatory Committee (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2017/).

* Reissued for technical reasons on 29 March 2017.

17-03644* (E) 300317

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I. Dates and venue

1. The first session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons will be held in Vienna from 2 to 12 May 2017.

2. The opening meeting will begin at 10 a.m. on Monday, 2 May, and will be held in Conference Room M1 at the Vienna International Centre.

II. List of speakers and general debate

3. The list of speakers for the general debate will be open from 10 a.m. (New York time) on 7 April 2017. States parties wishing to add the names of their representatives to the list of speakers for the general debate are invited to contact the Treaty secretariat (Mr. Hong Tan, Room S-3164, tel.: 1 212 963 7062, fax: 1 917 367 1767).

4. Given that a large number of States parties are expected to take part in the debate, the Chair-designate has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.

5. Delegations are kindly requested to submit electronic versions of their statements as early as possible for posting on the paper-smart portal to papersmart9@un.org. The title and the date of the meeting should be indicated in the subject line of the e-mail. The statements will be available to view and download from the paper-smart portal upon delivery. The Treaty secretariat kindly requests that delegations provide only 25 hard copies of official statements for the technical services. The United Nations does not provide photocopying services.

III. List of participants

6. States parties, observer States and intergovernmental organizations are requested to provide, in writing, the composition of their delegations at the session, as soon as possible and by no later than 14 April 2017, to the Secretary of the Preparatory Committee, Mr. Ioan Tudor, Office for Disarmament Affairs, United Nations, Room S-3151, New York, New York 10017, United States of America, or to the Treaty secretariat (fax: 1 917 367 1760). To facilitate the preparation and early distribution of the list of participants, it is requested that electronic documents containing the names of representatives be provided in Microsoft Word or a compatible format. Electronic copies should be provided to Ms. Lucia Andaya of the Treaty secretariat by e-mail (andaya@un.org) as soon as possible but no later than 14 April 2017.

IV. Accreditation and registration procedures

7. Members of delegations who are not already accredited to the United Nations Office at Vienna are requested to fill in the registration form annexed to the present document (annex I), which may be photocopied, and to return it to the Treaty secretariat by no later than 14 April 2017 (Mr. Hong Tan, Room S-3164, tel.: 1 212 963 7062, fax: 1 917 367 1767). To facilitate the registration procedure, participants are requested to fill in the registration form using Microsoft Word and to provide electronic copies of the completed registration form to Mr. Hong Tan by e-mail

(tan1@un.org), with copy to Ms. Lucia Andaya (andaya@un.org), and by no later than 14 April 2017.

8. Providing the individual e-mail addresses of the participants in the registration form will ensure that all participants receive an automatic e-mail confirming their registration. The e-mail will also contain a link that will enable each participant to upload a photograph, which is needed to issue a preprinted conference pass and which will therefore shorten the time needed to issue an access pass on the day of registration.

9. Identification passes will be issued at Gate One of the Vienna International Centre. Participants who have uploaded their picture in advance will be able to collect their pass from the area marked "Preprinted conference passes". Participants who have not uploaded their picture in advance will be able to collect their pass from the Pass Office. Both places are located to the right after the entrance to Gate One. Registration will open on 28 April from 8 a.m. to 4 p.m. Registration will continue until the end of the first session of the Preparatory Committee on 12 May. The Pass Office will be open from 8 a.m. to 4 p.m. from Monday to Friday. While the United Nations facilities will be closed on Monday, 1 May, arrangements will be made for registration on that day from 10 a.m. to 2 p.m. Participants will need their passport to collect their pass.

V. Documentation

10. The first session of the Preparatory Committee will be a paper-smart session, meaning that a limited number of hard copies of documents will be available. No hard copies of pre-session documents will be available. All documents and statements for the first session will be available from the website of the 2017 Preparatory Committee (www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2017/).

11. Pursuant to the guidelines of the General Assembly on the submission of documentation (in particular, Assembly resolutions 52/214, 53/208 and 59/265), documents submitted by States parties should not exceed 20 pages (10,700 words). However, it is strongly recommended that documents not exceed five single-spaced pages (2,675 words) to reduce costs, facilitate translation and ensure timely issuance. Given the special circumstances under which the Review Conference and its Preparatory Committee works, States parties may submit pre-session documentation, including reports and lengthy working papers, to the Treaty secretariat at least six weeks before the start of the first session of the Preparatory Committee and by no later than 17 March 2017 to facilitate translation into the official languages and issuance two weeks prior to the session. In order to comply with these requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word to the Treaty secretariat, to Mr. Gunther Pointner (pointner@un.org), with copy to Mr. Hong Tan (tan1@un.org). It should be noted that e-mail submissions become valid only upon acknowledgement of receipt from the Treaty secretariat.

VI. Side events and exhibitions

12. The number of rooms available for holding side events during the first session of the Preparatory Committee is limited. However, States and organizations that plan to hold a side event utilizing United Nations facilities can apply for consideration by completing the side event request form annexed to the present document (annex II) and submitting it to Ms. Haruka Katarao (haruka.katarao@un.org) by no later than

31 March 2017. The availability of facilities is not guaranteed, and applications will be considered taking into account the needs and requirements of the applicant. It should be noted that e-mail submissions become valid only upon acknowledgement of receipt from the Treaty secretariat.

13. Limited space is available for exhibits. To request the use of such space and enquire about the relevant details, applicants should contact Ms. Katarao (haruka.katarao@un.org).

VII. Secretariat

14. The Treaty secretariat may be contacted by telephone (1 212 963 0386) or fax (1 917 367 1760).

15. A provisional list of secretariat officials is provided below.

Area of responsibility	*Name*	*Telephone no.*	*E-mail address*
Secretary	Ioan Tudor	1 917 367 9479	tudori@un.org
Non-governmental organizations	Haruka Katarao	1 212 963 4178	haruka.katarao@un.org
Side events	Haruka Katarao	1 212 963 4178	haruka.katarao@un.org
Documentation	Gunther Pointner	1 212 963 0604	pointner@un.org
Participant list	Lucia Andaya	1 212 963 0386	andaya@un.org
Speakers list	Hong Tan	1 212 963 7062	tan1@un.org

Annex I

Registration form*

First session of the Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons
2 to 12 May 2017, Vienna

Vienna International Centre
Wagramer Strasse 5
A-1400 Vienna, Austria

To facilitate the necessary administrative arrangements, we kindly ask you to fill in this form and return it to Mr. Hong Tan, Office for Disarmament Affairs, United Nations, Room S-3164, New York, New York 10017. Mr. Hong can be contacted by telephone (+1 212 963 7062), fax (+1 917 367 1767) or by e-mail (tan1@un.org), with copy to Ms. Lucia Andaya (andaya@un.org).

Permanent Mission of	**to the United Nations**	
Head of delegation	☐ Yes	
First name:		
Last name:		
Title:		
Date of birth: (dd/mm/yyyy)		
Nationality:		
Passport number:		
Passport expiration date: (dd/mm/yyyy)		
Contact address:		
Telephone number(s):		
Fax number(s):		
Mobile number:		
E-mail address:		
If you are carrying a badge from either United Nations Headquarters (UNHQ NY) or the United Nations Office at Geneva (UNOG), please indicate which:		
☐ UNHQ NY	☐ UNOG	

Kindly respond no later than 14 April 2017

* To be filled in by delegates who are not already accredited to the United Nations Office at Vienna.

Annex II

Side event request form

Please print details clearly and fill in all fields.

This form must be returned by e-mail to Ms. Haruka Katarao, haruka.katarao@un.org, United Nations Office for Disarmament Affairs, by 31 March 2017.

Profile of the organizer		
Name of the organization		
Head of the organization		
Main activities of the organization		
Website of the organization		
Any past NPT event		
Profile of the event		
Title of the event		
Description of the event		
Proposed date (*Note*: The Vienna International Centre is closed on 1 May 2017; no meetings will be held on that date.)		
Proposed time and duration	From:	To:
Proposed venue		
Sponsors		
Speakers' names and affiliations		
Planning requirements		
Expected number of participants		
Assistance needed to obtain a United Nations pass?	☐ Yes ☐ No	If yes, please specify their names and affiliations.
Technical needs* (Cost to be borne by the requestor.)	☐ Overhead projector ☐ Name plates (please specify)	☐ other (please specify) _____
Contact information		
Name of contact person		
Mailing address		
Telephone		
Fax		
E-mail		
We agree to bear all costs incurred for the requested equipment and services. Signed by: (Authorized representative of the requestor.)		Date:

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NPT/CONF.2020/PC.I/INF/3

Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

20 April 2017

Original: English

First session
Vienna, 2-12 May 2017

List of non-governmental organizations

1. Academic Peace Orchestra Middle East
2. Ban All Nukes generation
3. British American Security Information Council
4. Campaign for Nuclear Disarmament
5. Carnegie Endowment for International Peace
6. Center for International Security and Policy
7. James Martin Center for Nonproliferation Studies
8. Centre for Policy Studies
9. Center for Strategic and International Studies
10. Centre for Science and Security Studies
11. China Arms Control and Disarmament Association
12. Christian Campaign for Nuclear Disarmament
13. Egyptian Council for Foreign Affairs
14. Federation of American Scientists
15. Geneva Centre for Security Policy
16. Global Security Institute
17. Global Zero
18. Groupe de recherche et d'information sur la paix et la sécurité
19. Hidankyo/Hibakusha organizations of Japan
20. Hiroshima Peace Institute
21. Hiroshima Prefectural Government
22. International Association of Lawyers Against Nuclear Arms
23. International Campaign Against Nuclear Weapons Austria

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24. International Fellowship of Reconciliation
25. International Network of Engineers and Scientists Against Proliferation
26. International Peace Bureau
27. International Physicians for the Prevention of Nuclear War
28. Japan Association of Lawyers Against Nuclear Arms (JALANA)
29. Mayors for Peace
30. Mouvement de la paix
31. Mundo sin Guerras y sin Violencia
32. Mutlangen Peace Workshop (Friedenswerkstatt Mutlangen eV)
33. PCU Nagasaki Council for Nuclear Weapons Abolition
34. Parliamentarians for Nuclear Non-Proliferation and Disarmament
35. Pax Christi International
36. Peace Boat
37. Peace Depot
38. People for Nuclear Disarmament
39. Project Ploughshares
40. Pugwash Conferences on Science and World Affairs
41. Research Center for Nuclear Weapons Abolition
42. Soka Gakkai International
43. Suomen Rauhanliitto — Finlands Fredsförbund (Peace Union of Finland)
44. The Japan Council against Atomic and Hydrogen Bombs (Gensuikyo)
45. The Simons Foundation
46. Vienna Center for Disarmament and Non-Proliferation
47. Western States Legal Foundation
48. Women's International League for Peace and Freedom